



JOBS 22 CARBON REDUCTION PLAN

2023/24

Carbon Reduction Plan

Supplier name: Jobs 22 Ltd

Publication date: 01 September 2023

Commitment to achieving Net Zero

Jobs 22 Ltd is committed to achieving Net Zero emissions by 2040.

Our aspiration is to achieve Net Zero emissions ahead of this, but recognising the relatively young age of the business, our focus is on developing strong foundations for recording and tracking our emissions so that we are able to grow sustainably, and to thereafter reduce our footprint year on year.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: July 2021 to June 2022 (first year of operations)	
Additional Details relating to the Baseline Emissions calculations.	
<p>We will calculate our Emissions on the principle of Operational Control, which is to say that we will report on all sources of carbon emission over which we have the authority to implement and influence in our operating policies and procedures.</p> <p>Our baseline emissions calculations also assume a full 12 months of 'steady state' operations in order to provide a fair baseline for subsequent years. In reality, we were in a period of ramp-up such that our real emissions levels would be lower.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0 tCO ₂ e.
Scope 2	145.68 tCO ₂ e
Scope 3	67.10 tCO ₂ e.
Total Emissions	212.78 tCO₂e.

Current Emissions Reporting

<p>Reporting Year: 2023 (July 2022 to June 2023)</p>	
<p>EMISSIONS</p>	<p>TOTAL (tCO₂e)</p>
<p>Scope 1</p>	<p>Jobs 22 understands Scope 1 emissions to cover fuel combustion used in the production or delivery of goods and services, company vehicles and any other fugitive emissions arising from our business activities.</p> <p>Jobs 22 is a people services business. We do not produce any physical goods, have no company vehicles, and do not believe we have any fugitive emissions arising from our business activities.</p> <p>Total emissions: 0 tCO₂e</p>
<p>Scope 2</p>	<p>Jobs 22 understands Scope 2 emissions to cover purchased electricity, heat and steam.</p> <p>We estimate that our annual consumption of gas and electricity in 2022/23 was 721,710Kwh based on average usage across our estate. This equates to 153.24 tCO₂e per annum.</p> <p>We estimate that we use 1,824,000 litres of water across our estate each year. This equates to 0.77 tCO₂e in emissions produced in the supply and treatment of the water we use.</p> <p>Total emissions: 154.01 tCO₂e per annum</p> <p><i>This has increased by 7.63 tCO₂e on 2021/22. This is because:</i></p> <ul style="list-style-type: none"> • <i>We have taken on additional space at some of our sites to meet increased demand. This has been partially offset by our vacating under-utilised properties.</i> • <i>We have increased the number of days front-line colleagues are asked to work from our offices (to meet demand)</i> <p><i>The increase is partially offset by a correction to our calculations for 2021/22 which recognises that a proportion of our workforce were remote and so should be discounted from our Scope 2 emissions calculations.</i></p>
<p>Scope 3 (Included Sources)</p>	<p>In 2023/24, Jobs 22 will improve our processes for tracking emissions for five categories included in Scope 3 as defined by the GHG Protocol. These categories are:</p> <p>Category 4 – Upstream transportation and distribution</p> <p>Jobs 22 understands upstream transportation and distribution to include any goods bought or otherwise sourced by Jobs 22 in service of our operations but transported to us by third party suppliers in their vehicles, or logistics associated with the distribution of goods produced by Jobs 22.</p>

Jobs 22 is a people services business. We do not transport any raw materials or produce and distribute any goods.

Notwithstanding the above, we do buy a minimal amount of stationary and other sundry items, mostly transported to Jobs 22 sites by national postage or other courier services.

We do not believe the impact is material enough to report at this stage.

Total Cat. 4 emissions: 0 tCO₂e.

Category 5 – Waste generated in operations

Jobs 22 do not employ any Waste Management Suppliers as covered in the Scope 3 (Cat. 5) description. We do not produce or deliver any products or services resulting in any waste or surplus materials other than everyday waste typical of an office environment, i.e. waste paper, staff food waste.

In terms of our general waste (paper, food waste, etc), we estimate 4kg of waste is produced each week per employee. We estimate our total annual emissions arising from Category 5 emissions is 10.94 tCO₂e.

It should be noted, we do not currently have a company-wide approach to recycling, but local arrangements are in place across most offices which means our total emissions are likely lower in reality.

Total Cat. 5 emissions: 10.94 tCO₂e.

This has increased by 1 tCO₂e. This is because we have increased the number of days front-line colleagues are asked to work from our offices (to meet demand).

The increase is partially offset by a correction to our calculations for 2021/22, which recognises that a proportion of our workforce were remote and so should be discounted from our Category 5 emissions calculations.

Category 6 – Business Travel Emissions

Business Travel Emissions for July 2022 to Jun 23 are as follows:

Travel Type	Total CO2 Emission (kgCO ₂ e)	Total CO2 Emission (tCO ₂ e)
Flight	0	0
Hotel	6234.35	6.23
Train	3952.40	3.95
Car	22,301.16	22.30
Grand Total	32,487.91	32.48

Total Cat. 6 emissions: 32.48 tCO₂e

This has gone up by 1.33 tCO₂e. Emissions from car travel and hotel stays increased. This is because senior Management colleagues spent more time travelling to sites in support of performance improvement activities.

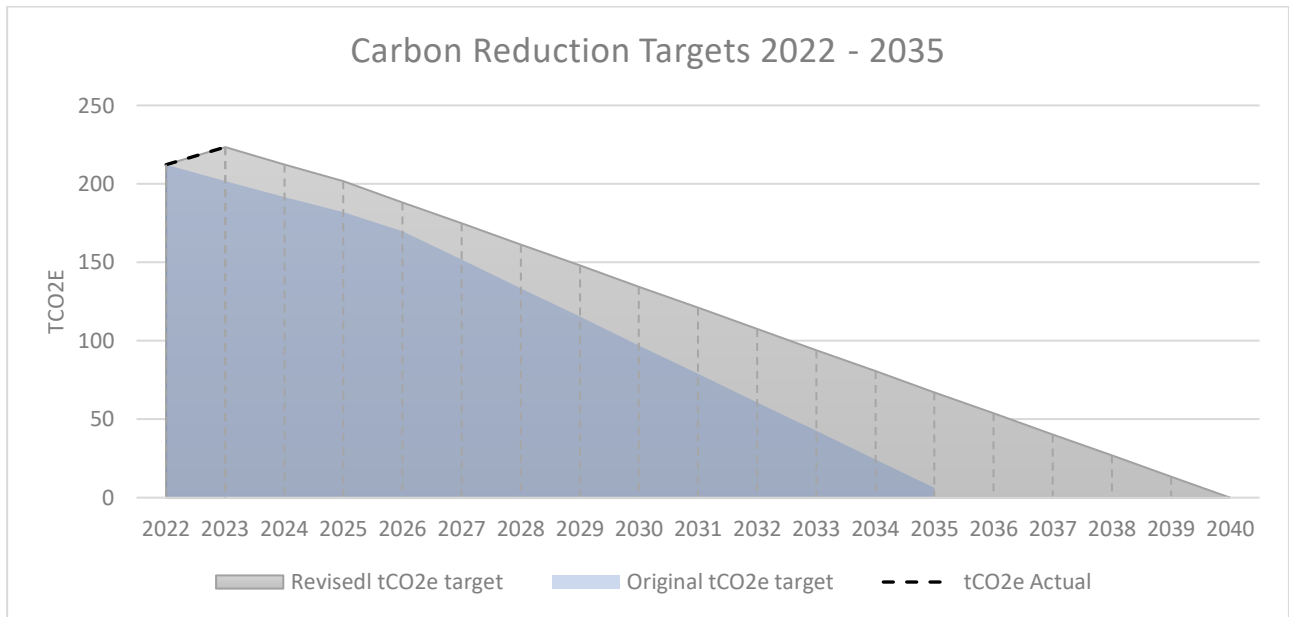
	<p>An in-person all staff event in the year also contributed to an increase in travel and accommodation related emissions.</p> <p>No flights were made during the period, largely offsetting the increases in other areas.</p> <p>Category 7 - Employee Commuting emissions are as follows:</p> <p>Jobs 22 is a local employer. In the main, our staff live within the communities they serve and this enables us to operate with minimal need for our staff to commute.</p> <p>We also operate a company-wide flexible working scheme whereby colleagues are enabled to work remotely for part of the week, thereby reducing the need to commute.</p> <p>We do not currently have a detailed picture of staff commuting. Included in our plans for achieving Net Zero are actions to gain a clearer understanding of staff commuting habits.</p> <p>In the meantime, we estimate our Category 7 emissions as follows:</p> <table border="1" data-bbox="416 913 1315 1267"> <thead> <tr> <th>Commute Cat.</th> <th>%</th> <th>Total tCO₂e Annual</th> </tr> </thead> <tbody> <tr> <td>Home based</td> <td>10%</td> <td>0.00</td> </tr> <tr> <td>Walk/Cycle</td> <td>50%</td> <td>0.00</td> </tr> <tr> <td>Drive</td> <td>20%</td> <td>16.85</td> </tr> <tr> <td>Bus</td> <td>20%</td> <td>6.49</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> <td>23.35</td> </tr> </tbody> </table> <p>Total Cat. 7 emissions: 23.25 tCO₂e.</p> <p>Category 9 - Downstream transportation and distribution.</p> <p>Jobs 22 understands Category 9 to encompass any emissions arising from the transportation and distribution of products sold by us to our end consumers, facilitated through a third party (i.e. distribution partner).</p> <p>Jobs 22 has no Downstream Transportation and Distribution Emissions as covered in the Scope 3 (Cat. 9) description.</p> <p>Total Cat. 9 emissions: 0 tCO₂e.</p> <p>Total Scope 3 emissions: 66.67 tCO₂e.</p>	Commute Cat.	%	Total tCO ₂ e Annual	Home based	10%	0.00	Walk/Cycle	50%	0.00	Drive	20%	16.85	Bus	20%	6.49	TOTAL	100%	23.35
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TOTAL	100%	23.35																	
<p>Total Emissions</p>	<p>220.67 tCO₂e</p>																		

Emissions reduction targets

The targets presented in our last plan were indicative, reflecting our position as a new business in the first year of operation. Two years in, we are now in a better position to

commit to targets for achieving Net Zero. In particular, we have taken the decision to extend the target period by five years, which means we will endeavour to achieve net zero emissions by 2040. We believe this commitment is more realistic and achievable.

We are however, a business with aspirations to grow significantly within the next three to five years. We will endeavour to do so in a way that ensures an increase in emissions is at least proportionate to our current levels, and thereafter reduced to the same target timescale.



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Jobs 22 successfully renewed our ISO 14001 Environmental Management System accreditation in 2022/23. We will continue to operate to the Standard in 2023/24, looking for further opportunities to improve our environmental controls and to reduce our footprint.

Key achievements in the year include:

- Significantly reducing our printing outputs through the introduction of digital signature technology and switching to using online (rather than hard-copy) documentation for participants.
- Closing our Atherstone site which was under-utilised, instead supporting participants from our existing neighbouring sites.
- Cycle to Work scheme introduced to encourage greener commuting and more active lifestyles for staff.

Carbon Reduction Initiatives Planned for 2023/24 and Beyond

We will:

- Continue to improve our arrangements for understanding and measuring our emissions as reported in this plan.
- Develop and launch an environmental campaign to ensure all colleagues understand our environmental policy, our goal to achieve Net Zero emissions by 2040 and the role they can play in helping us achieve that goal
- Continue our flexible working arrangements and review any additional ways we can reduce emissions produced through staff travel and commuting.
- Review our estate to identify any opportunities to increase the energy efficiency of our offices
- Review our waste management arrangements to identify opportunities for minimising the amount of waste produced and to maximise the level of waste recycled.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



Ayden Sims,
Chief Executive Officer

Date: 01 September 2023

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>